

<b>Section:</b>	<b>Finance</b>
<b>Title:</b>	<b>Purchasing and Procurement</b>

**Purpose**

To outline the objectives and guidelines involved with the procurement of goods and services for the school district.

**Policy**

The school district will engage in purchasing activities for services, supplies, and equipment with the following objectives:

- Promote public confidence by conducting activities with integrity, professionalism, and ethics, ensuring public funds are used in an appropriate manner.
- Obtain maximum value on all purchases, with consideration for full life cycle cost.
- Conduct activities in an efficient and cost-effective manner, commensurate with the value of the purchase.
- Provide purchasing discretion and flexibility for the district, schools, and departments within granted purchasing authority.
- Select vendors through processes that are fair, transparent, and competitive.
- Adhere to applicable legislation, policy, trade agreements, and public sector best practices.
- Conduct activities with regard to a safe, healthy, and sustainable environment.
- Purchasing will be made from Canada first, provincially and locally, whenever possible, feasible, and financially appropriate.

**General Guidelines**

1. The Secretary-Treasurer has the delegated responsibility for the purchasing and procurement of services, supplies, and equipment for the school district in accordance with this policy, including the development of applicable procedures to support the purchasing process.
2. The Purchasing Services function, under the direction of the Director of Finance, is responsible for assisting schools and departments in obtaining goods and services, while ensuring purchasing objectives are realized across the district, and all district purchasing policy and procedures are respected and followed.
3. All school district personnel who participate in the procurement process will comply with the *Purchasing Procedure* (6.3.1) and the *Employee Conflict of Interest Procedure* (5.2.1).
4. Purchase method limits are set as follows:
  - a. Up to \$1,500 Procurement Card, Open Purchase Order, Cheque Requisition
  - b. \$1,501 to \$10,000 Purchase Requisition
  - c. \$10,000 to \$25,000 Purchase Requisition, and Minimum of three (3) written vendor quotations
  - d. \$25,001 to \$75,000 Purchase Requisition, and Minimum of three (3) written vendor quotations, and Authorization by the Secretary-Treasurer (or designate)
  - e. Over \$75,000 Request for Proposals / Tenders to be posted on BC Bid

5. Procurement card transaction limits may be set higher for excluded management staff, at the discretion of the Secretary Treasurer or Director of Finance.
6. Purchase and contract authorization limits applicable to all purchasing methods, within budgets, are set as follows:

Up to

- a. \$1,500 (no contracts)
- b. \$5,000 (no contracts)
- c. \$10,000 (no contracts)
- d. \$50,000
- e. \$75,000
- f. \$150,000
- g. \$1,000,000

Authorized to approve

- Purchase Cardholder, Foremen, Executive Assistants  
Business Manager  
School Principal or Department Manager  
Director  
Director of Finance or Assistant Superintendent  
Secretary-Treasurer or Superintendent  
Secretary-Treasurer and Superintendent

Over

- h. \$1,000,000 Secretary-Treasurer and Superintendent and report to the Board

7. Contracts may only be entered into by Director positions and above.

**Date of Original Board Approval: January 23, 2024, In-Principle  
March 12, 2024, Full Approval**

**Date Amended: April 15, 2025**

*Legal Reference: (legislation)*

*Cross Reference: [Employee Conflict of Interest Procedure 5.2.1](#)  
[Purchasing Procedure 6.3.1](#)*